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ABSTRACT

Nevada's policies on student transfer from the community colleges to the universities in the University of Nevada System (UNS) are codified in this statement. After section 1 outlines the assumptions underlying the state policy, section 2 presents the UNS Articulation Board's role with respect to policy recommendations, the establishment of task forces, research development, and the creation of procedures to improve articulation and communication among institutions. Section 3 discusses the conditions under which associate in arts (AA) graduates, students with other degrees and certificates, and non-degreed students may be admitted to senior institutions. This section covers AA-degree requirements, transferability of credit, academic standards, and other admissions requirements. Section 4 mandates the maintenance of a Master Course File, to list baccalaureate-level community college courses, and systemwide guides to transfer courses. Section 5 defines transfer courses, outlines procedures, and specifies the maximum number of transferable credits, while section 6 identifies the course numbering system to be used in all institutions. After section 7 outlines methods of curriculum planning and means of satisfying credit requirements, section 8 indicates ways of satisfying course requirements by examination. Finally, section 9 presents the policy on concurrent registration, and section 10 outlines the role of counselors, advisors, and other student services personnel with respect to transfer students. (HB)

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Title 4 - Codification of Board Policy Statements

Chapter 20

COMMUNITY COLLEGE/UNIVERSITY ARTICULATION POLICY

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Chapter 20

COMMUNITY COLLEGE/UNIVERSITY ARTICULATION POLICY

Section 1. Introduction

The following is a statement of policy for the effective transfer of students from the campuses of the community colleges to the universities. Certain important assumptions underlie this policy statement.

1. Community colleges and universities shall have equal social and academic status within the University System.

2. Articulation policies and procedures shall be the joint and cooperative effort of duly authorized representatives of the community colleges and universities.

3. Policy statements and procedures should be regularly reviewed and revised to accommodate changing problems and new conditions in the articulation process.

4. Articulation policies and procedures should be sufficiently developed to promote the smoothest flow of students between the participating institutions.

(B/R 2/72)

Section 2. Articulation Programs

A community college-university coordinating mechanism, the University of Nevada System Articulation Board, is hereby established to review and evaluate current articulation policies and formulate additional policies as needed. The decisions of the Articulation Board are final, subject only to the Chancellor and the Board of Regents. The Articulation Board shall be appointed in conformity with Section 1.3.9 of the University of Nevada System Code. (B/R 3/74)

This Board shall have the continuous responsibility for community college-university articulation relationships and shall:

1. Recommend to the Chancellor and the Board of Regents proposed policies in articulation and conduct a continuing review of the provisions of this agreement.

2. Authorize committees or task forces consisting of representatives from both levels of higher education to facilitate articulation in subject areas.

3. Provide for cooperative research among the community colleges and the universities. Such research will be encouraged and will be conducted by each campus in accordance with a systemwide format provided by the Office of the Chancellor in areas such as admissions, grading practices, curriculum design, and follow-up on transfer students.

4. Develop procedures to improve community college-university articulation by exploring specific issues such as academic record forms, general education requirements, units of credit, course numbering systems, grading systems, calendars, and credit-by examination.

5. Encourage regular communication between and among university and community college faculty members particularly on joint curriculum projects.

Section 3. Transfer and Admissions

Transfer students to the universities may be admitted under the following alternatives:

1. Associate of Arts Degree Graduates

The primary basis for admission to upper division study with full junior status of transfer students from the community colleges to the universities in Nevada shall be the associate of arts degree. This degree shall have been awarded under the following conditions:

a. Associate of arts graduates will have completed a minimum of 60 credits of baccalaureate level courses designated in the Master Course File.

b. Associate of arts graduates will have completed a program of system requirements not to exceed 15 credits, developed by community college and university faculty and approved by the Chancellor and the Board of Regents.

(1) The universities and community colleges are encouraged to exchange ideas in the development and improvement of system requirements. While institutions are to work cooperatively in the development and improvement of system requirements, each institution has the continuing responsibility for determining the character of its own program.

(2) Satisfactory completion of system requirements will be recognized by all institutions whether or not an associate degree has been awarded.

c. Baccalaureate level courses included as part of the associate of arts degree will transfer to the universities at a minimum as general elective credit.

d. Lower division credit may be granted for lower division courses from other institutions which are comparable to university upper division courses. Application of such credits toward major or college requirements is the responsibility of the university, college, and department in which the student is seeking a degree.

e. Completion of the associate of arts degree does not certify satisfaction of all university lower division requirements. (B/R 4/75)

f. The receiving university will evaluate all university parallel courses attempted at the community college (and any other educational institution attended) and compute an overall admission grade point average in accordance with the institution's transfer policies. (B/R 2/78)

g. If the overall transfer grade point average computed by the receiving university is less than "C", admission is on "probation" and all grade point deficiencies must be removed prior to graduation. (B/R 2/78)

h. If the admission deficiency is minus 15 grade points or more below a "C" average, the student must earn a "C" average or better each semester until the deficiency is reduced to minus 14 grade points or less. Otherwise, academic suspension will occur in accordance with the established regulations governing all students. (B/R 2/78)

2. Other Associate Degrees

a. Other associate degrees and certificates may be awarded by a community college for programs which have requirements different from the associate of arts, or a primary objective other than transfer. Baccalaureate level courses which are taken in such associate degree programs shall be transferable to the universities. However, students with these degrees may not normally be guaranteed junior status.

b. The primary transfer degree shall remain the associate of arts, however, to provide for flexibility in program planning, "capstone programs" (programs designed on a two year community college curriculum leading to the final two years at the university and a degree) may be developed leading to a specialized bachelor's degree (e.g., Bachelor of Applied Science), for the approval of the Chancellor and the Board of Regents. Such agreements may be approved between community colleges and one of the universities.

3. Non-Associate Degree Admissions

a. Approved baccalaureate level credits which have been completed shall be transferable to the universities as a minimum as general elective credit.

b. Universities require an overall "C" average in all completed transfer courses attempted as a minimum standard for admission from community colleges; therefore, it is essential that grading systems (for university parallel courses) in the community colleges be comparable to the grading systems in the universities. The grade of "D" is accepted for transfer (provided the overall grade average does not drop below the prescribed "C" level), and counts toward a bachelor's degree in the same way as "D" grades obtained by students enrolled in the lower division of the universities. Credits in courses transferred with "D" grades count towards the credits earned for a baccalaureate. However, it is at the discretion of the department or college at the university offering the major as to whether courses with "D" grades in the major satisfy requirements in the major field. (B/R 2/72)

c. Community college students should be strongly encouraged to complete their lower division programs before transfer, but qualified students may apply for transfer at their own discretion. (B/R 2/72)

d. An applicant who does not satisfy university admission requirements upon graduation from high school must complete the equivalent of 15 semester credits in baccalaureate level courses with an overall "C" average or above at a community college or other accredited institution to qualify for admission as a freshman. (B/R 3/74)

e. Any student under academic suspension from a university may attend a community college, and appropriate credits and grades earned are applicable toward satisfying the requirements for readmission to a university. (B/R 2/72)

Section 4. System Transfer Guide and Master Course File

1. A Master Course File shall be maintained by the Office of the Chancellor. This file shall contain those courses offered by the community colleges and those which have been judged as baccalaureate level courses by joint agreement of the universities and community colleges.

2. Based on the Master Course File, a University of Nevada System tranfer guide shall be developed, published and distributed annually to each campus by the Office of the Chancellor, and shall include on a programmatic basis a guide for sutdent course selection in the first two years of study.

3. Each university shall list and update the requirements for each program leading to the bachelor's degree and publicize these requirements for use by all other institutions in the State. (B/R 2/72)

4. Each university shall include in its official catalog of undergraduate courses a section stating all lower division prerequisites for each upper division specialization or major program. (B/R 2/72)

Section 5. Transfer Courses

1. A transfer course is one that is acceptable by a receiving community college or university to apply toward an approved degree program at that institution. (B/R 5/76)

2. All baccalaureate-level courses are transferable. In general, a baccalaureate course is one that is commonly offered by a regionally accredited four-year educational institution as being applicable toward a bachelor's degree. (B/R 5/76)

3. The Admissions Officer at each college or university shall determine the acceptability of general elective transfer credits, and departmental, college, or other requirements or equivalents shall be forwarded to the appropriate department or college for course evaluation. Written justification will be supplied in cases where transfer is not allowed. If general elective credit is granted by one university, then both universities shall accept the credit. Appropriate consultation with the faculty is encouraged throughout the evaluation process.

4. A maximum of 64 credits will be accepted in transfer from a community college to a university. (B/R 5/76)

5. Receiving institutions are not to require transfer students to take examinations to validate credit in those courses that are approved as transferable. (B/R 5/76)

Section 6. Course Numbering

1. A common course-level numbering system for all institutions shall be maintained so that baccalaureate transfer courses are clearly identified for student reference prior to registration. The following numbering system shall be in effect until amended by the Board of Regents:

(a)	Community college courses and general education courses	100B-299B
(b)	Community college community service courses	100C-299C
(c)	Community college developmental courses	100D-299D
(d)	University lower division courses and equivalent community college courses	100 - 299
(e)	University upper division courses	300 - 499
(f)	University graduate courses	500 - 799

(B/R 5/76)

2. Letter designators indicating the transfer value of a course shall continue to be used by the System in course schedules, catalogs, and transfer guides, but shall not appear on official student transcripts.

Section 7. Curriculum Planning

1. Community college students should be encouraged (by counselors and academic advisors) to choose as early as possible the institution and program into which they expect to transfer. This is essential in order to plan programs which include all lower division requirements of a university. (B/R 5/73)

2. Universities and community colleges shall notify one another of all plans for major curricular changes once each year and include these changes in the transfer guide. In the course of program planning, consultation between and among institutions involved shall be documented for the Articulation Board.

3. Credit completed within the University of Nevada System does not constitute an interruption of the resident credit regulation in satisfying the minimum on-campus resident credit requirement for graduation. (B/R 5/73)

4. A student who transfers within the System from a community college to a university may choose one of three catalogs to satisfy the baccalaureate graduation requirements:

   a. The catalog in effect for the year of admission to the community college—provided admission into the university is within a five year period of time from initial enrollment in a baccalaureate level program at a community college, or

   b. The catalog effective for the year of admission to a university division for a bachelor's degree, or

   c. The catalog effective for the year of graduation from a university division with a bachelor's degree.

   A combination of the various catalog requirements is not permitted.

Section 8. Credit by Examination

1. The maximum number of credits that may be earned by examination to apply toward a degree may not exceed one half of the minimum number of credits required for that degree.

2. Credit may be granted for the satisfactory completion of College Board Advanced Placement Examination (CBAPE) with scores of 3, 4, or 5.

3. Credit may be granted for the satisfactory completion of the College-Level Examination Program (CLEP) general or subject examinations for standard scores of 500 or above.

   a. A maximum of six (6) semester credits may be granted for each of the five general examinations.

   b. A maximum of three (3) semester credits may be granted for each subject examination.

4. Credit granted on the basis of national standardized examinations is the equivalent of an S (Satisfactory) grade for graduation purposes.

5. Credit earned by examination may not apply toward satisfying the minimum on-campus resident credit requirement of the institution from which graduation is sought and does not constitute interruption of the resident credit requirement. (B/R 3/74)

Section 9. Concurrent Registration

University of Nevada System policy permits students to register concurrently in courses at the various institutions subject to these regulations:

1. Each student who plans a concurrent registration is personally responsible for obtaining the advance written approval of the assigned faculty advisor or counselor at the home institution to assure the course(s) are applicable toward satisfying degree requirements.

2. The maximum combined concurrent registration load in any one semester is determined by the advisor and the dean of the college (or equivalent) of the student's home institution offering the degree or program.

3. Each institution should conduct periodic postregistration audits to identify any special problems that should be brought to the attention of the Articulation Board for further review and study. The Computing Center will support this effort by providing a report each semester listing the concurrent registrations within the System. (B/R 3/74)

Section 10. Advising, Counseling, and Other Student Services

1. Counselors and advisors should assist students in evaluating academic progress and the appropriateness of their educational objectives. Each institution within the System shall provide current information on a continuing basis in each of the following areas: admission requirements, general education requirements, transfer status of courses, major and minor fields of study, lower and upper division levels of study, upper division standing, and graduation requirements.

2. Counselors and academic advisors should be well informed about student services available at the universities serving their transfers. Such services include financial assistance (loans, scholarships, and employment), housing, counseling and guidance, developmental or basic skills programs, health services, and student activities.

3. Each campus shall designate an office responsible for community college relations or university relations to assist the student with problems in transfer, to provide current information on the transferability of courses and articulation issues, and to act as ombudsmen where needed in student cases.

(B/R 2/82)

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